

Information Privacy and Security Council (IPSC) Meeting Minutes

April 21, 2010

Kalanimoku Building 1151 Punchbowl Street Comptroller's Conference Room 410 Honolulu, Hawai'i 96813	Wailuku Judiciary Bldg. 2145 Main Street First Floor Wailuku, HI 96793	Lihue State Office Bldg. 3060 Eiwa Street Basement Lihue, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement Hilo, HI 96720
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MEMBERS / DESIGNEES PRESENT	
Member Name	Department
Saito, Russ K. – State Comptroller (Chair)	DAGS
Au, Paul	City and County of Honolulu
Decasa, Meliton Jr.	Dept. of Education
Ito, Jodi (Designee)	University of Hawai'i
Keane, David	Dept. of Human Resources Development
Knutzen, Eric	County of Kauai
Mau-Shimizu, Patricia	House (Senate Appointee)
Merez, Gino (Designee)	Dept. of Health
Tsuchiya, Burt	County of Hawai'i
Verkerke, Jacob	County of Maui
Yong, Lim	Dept. of Human Services

MEMBERS ABSENT	
Member Name	Department
Gochros, Susan	Judiciary

OTHER ATTENDEES	
Name , Title	Department
Crosby, Todd – Acting IPSC Executive Director	DAGS/ICSD
Stathis, Christopher - DDC Support Services	Judiciary

I. Call to Order – Welcome

Russ Saito, Chair

Meeting was called to order late at 13:15 due to a videoconference systems issue.

II. Approval of previous meeting minutes

Russ Saito

Paul Au moved the minutes to be approved, seconded by Eric Knutzen. Unanimously approved by all members present with no changes.

III. Reports from investigative committees

- Executive Summary collection and report
 - Todd Crosby reported that the yearly report to the Legislature was submitted.
 - Jacob Verkerke reported that he is still working on obtaining designees for Maui but running into some resistance.

Todd Crosby

- It was noted that the requirement for reporting to the legislature was for compliance only and there was no requirement to individually report on the designee names – reports will be modified to comply with the requirements.
 - Chair Saito emphasized that the Council still needs to focus on completion of the yearly report to ensure we have all agencies reporting on each of the required reports.
- Distribution and collection of Agency PII annual reports and Summary Report to Legislature Andrew Tseu
 - No discussion took place on this agenda item as the members felt the status was previously covered in the Executive Summary agenda item.
 - Collection of Agency Designees for Policy and Oversight for the Protection of Personal Information Todd Crosby
 - No discussion took place on this agenda item as the members felt the status was previously covered in the Executive Summary agenda item.
 - Investigation of Best Practices, Automated Tools, and Training Jodi Ito
 - Jodi Ito and Todd Crosby noted that the information that we have collected will be publically posted, and an introductory section will be developed noting that it is a “living document” and will continue to be updated. Goal is to try to post the document in May.
 - Breach Policy Guidelines & Personal Information Best Practices Identification David Keane
 - David Keane sent a draft to the investigative committee members for review and comment.
 - Chair Saito noted that the document will apply to all documents that an agency has and especially need to be careful with documents containing Personally Identifiable Information as defined by HRS.
 - Todd Crosby noted that extreme care should be taken with Social Security numbers since Hawai’i has been pointed out in numerous reports and articles that they are easier to guess than in many larger states. He will send copies of some of the articles out to members within the next week for their review.
 - Chair Saito requested an investigative committee be formed to investigate SSN privacy and make a recommendation on next steps to the Council. Jodi Ito was named Chair with participating members of: Paul Au,

Todd Crosby, Mel Decasa, David Keane, and Lim Yong.

IV. Adjournment

Motion to adjourn the meeting made by Mel Decasa and seconded by Jodi Ito with all members in favor. The meeting was adjourned at 13:36.

V. Next meeting date May 19, 2010 from 13:00 to 16:00.

Respectfully Submitted,

7/13/10
Date

Russ K. Saito
Russ K. Saito, Chairperson
Information Privacy and Security Council